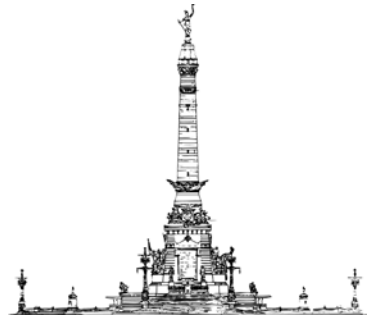




Indiana War Memorials

431 N. Meridian Street
Indianapolis, IN 46204
Ph: 317-232-7615
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The primary mission of the Indiana War Memorial Commission is to honor the memory of Indiana's veterans. To do that, we use the five blocks of parklands that make up the War Memorial Plaza as well as the Soldiers & Sailors Monument and the World War Memorial. We operate military museums in both the Monument and the Memorial and we maintain extensive conference and meeting facilities in the Memorial itself. Each of these venues are potentially available for public use.

Applications, administrative fee, and deposit must be received not less than 30 days prior to the date the event is planned. Late submissions may be considered on a case-by-case basis. Complete and return applications by fax or mail to the above address.

The information contained herein, shall upon acceptance by the Indiana War Memorials Commission become binding parameters governing the conduct of the requested event. Intentionally erroneous or misleading data will be grounds for cancellation or termination of the event.

By signing the following you have agreed that you have read understand the General Rules Governing Special Event Productions, the Guidelines and Policies, and the Specific Event Information sections of the application.

I hereby affirm that the preceding information is true and correct to the best of my knowledge. I further affirm that I am authorized to apply for this permit and to enter into agreements on behalf of the User identified on application. I have read and understand the rules and policies governing the use of War Memorial facilities, and agree to abide by the same, and to ensure that the user identified herein also agrees to abide by said rules and policies. I and the User identified herein further agree that during the use of the area, user will not exclude anyone from participation in, deny anyone benefits of, or otherwise subject anyone to discrimination because of a person's race, color, gender, religion, creed, national origin or ancestry, age or handicap. The user further agrees to indemnify, defend, and hold harmless the State of Indiana, the Commission, and its agents, officers, Members, guests, employees, and/or contractors from all claims and suits including court costs, attorney's fees and their expenses caused by any act or omission of the User or its contractors for the event described in this application.

Applicant: _____
(organization or individual requesting use permit)

Signature: _____
(signature of authorized individual)

Date: _____

Approved: _____ Date: _____
(Indiana War Memorials Approving Authority)

Indiana War Memorials Commission

General Rules Governing Special Event Production

Types of Use

- Any individual, group, organization, or corporation is eligible to apply for use of the facility.
- Venues may not be used for the conduct of commercial affairs or political purposes.
- It is unlawful to restrict access to the venue by charging admission.

User Responsibilities

- The User must use the named facilities in a manner that is keeping with the spirit of patriotism, citizenship, and good will to others and is responsible for maintaining a level of decorum appropriate to the User's activities.
- The flag of the United States must be displayed in a prominent, respected position and each activity must begin with the Pledge of Allegiance and/or the National Anthem.
- The User is responsible for the security and safeguard of any materials or equipment of the User or those connected therewith or introduced onto the premises of any facility of the Commission.
- The User shall not damage or deface said premises and shall not permit the said premises to be in any manner injured. The User will be responsible for all damage to the premises caused by it or by persons permitted to enter the premises for the purpose of this agreement. The User also assumes full responsibility for the character, acts, and conduct of all persons admitted to said premises under this agreement.

Fee Schedule, Damage Deposits and Insurance Requirements:

(see next page)

- The Indiana War Memorials Commission requires an Administrative Fee of one hundred dollars to reserve a venue. This fee is non-fundable. The application fee and damage deposit are waived for military affiliated events and events held by a state agency.
- The application fee is due upon receipt of confirmation letter. The damage deposit is due no less than thirty days prior to the event.
- Damage deposits are refundable if no damage has occurred to the venue. The User agrees to pay the Commission for all damages and all labor, fees, and materials resulting from non-compliance of this agreement. The Commission will pay actual cost for custodial support and for any repairs to include Commission contracts, from the prepaid damage deposit. The remainder of the deposit will be returned to the User. Costs exceeding the Damage Deposit will be invoiced to the User for payment within 30 days.
- The Indiana War Memorials Commission in most situations requires the sponsoring organization to obtain a General Liability Certificate of Insurance. The insurance policy must have a limit of not less than \$300,000 for injury to or death of one person in any one occurrence and not less than \$1,000,000 for injury or death of all persons in that occurrence. The certificate of insurance must name the State of Indiana and the Indiana War Memorials as additional insured's for the time period of the event.

SUBJECT: 2002 – 2003 Fee Structure

Venue	Administrative Fee ¹	Fencing ²	A/V ³ Package	Utility Fee ⁴ (electric/water)	Damage/ ⁵ Cleaning Dep.
Soldiers & Sailors Monument & Grounds	\$100.00	\$0.25/foot, plus \$18.00/hour labor	N/A	\$75.00	\$2,500.00
University Park	\$100.00	\$0.25/foot, plus \$18.00/hour labor	N/A	\$75.00	\$2,0500.00
War Memorial Grounds	\$100.00	\$0.25/foot, plus \$18.00/hour labor	N/A	\$75.00	\$2,500.00
Pershing Auditorium	\$100.00	N/A	\$900.00	None	\$1,000.00
Patton Room	\$100.00	N/A	\$450.00	None	\$500.00
MacArthur Room	\$100.00	N/A	\$450.00	none	\$500.00
Veteran's Plaza	\$100.00	\$0.25/foot, plus \$18.00/hour labor	N/A	\$75.00	\$2,500.00
American Legion Mall	\$100.00	\$0.25/foot, plus \$18.00/hour labor	N/A	\$150.00	\$5,000.00

¹ Fees are non-refundable payments that cover standard administrative costs associated with booking, preparing for and supporting events.

² If desired by user. User may use volunteer labor in lieu of \$18.00/hour charges

³ If desired by user. Includes wireless sound, front screen video, overhead or slide projection and digital projection capability.

⁴ If desired by user. Includes portable sound system and portable screen video, overhead or slide projection and digital projection capability.

⁵ Deposits cover the potential for damage and/or cleanup requirements. Deposits are refundable depending on the venue's condition at the end of an event. Deposits DO NOT define the limits of liability however as **920 IAC 1-1-10** requires users "to agree to indemnify.....for any damage caused to War Memorial facilities.....".)

Indiana War Memorials Commission Guidelines and Policies

Alcohol: The consumption of alcohol is prohibited without the express written approval of the Indiana War Memorials Commission. If approved by the Commission, alcoholic beverages must be served with food. It may only be dispensed by a caterer with appropriate licensing and at no time will be served to minors.

Audio Visual Equipment: The Memorial maintains a complete audiovisual package for the Auditorium and a portable unit for the meeting rooms. The Commission may waive fees for the use of the packages with a request from the User. There may be an additional charge for a technician after operating hours. Users requesting the audio visual package may be required to meet with the staff prior to the event to prepare the equipment. It is the responsibility of the User to schedule such meetings.

Caterers: Information about the caterer the User has chosen must be provided in writing on the application. It is the responsibility of the User to coordinate all catering services. Arrangements must be made with the business office for delivery, set-up, and clean up of the catered items. A ramp is available on the northwest side on the building on Michigan Street for deliveries.

Cleaning and Maintenance: Cleaning and maintenance services are provided during regular business hours for the event in public areas, restrooms, and the event space reserved. Users are expected to remove all trash, decorations, and other materials immediately following the event. When events are conducted after business hours Users may be required to pay the cost of one or more custodians.

Decorations: All decorations must be approved prior to event set-up. The use of nails, staples, carpet tape, masking tape, and other adhesive products is prohibited. Confetti, glitter, birdseed, bubbles, or any similar material is also prohibited. Candles are strictly prohibited in the Auditorium.

Deliveries and Receiving: All deliveries for an event must be prearranged through the business office. Set-up of the rented materials is the responsibility of the User. All materials used during an event must be removed from the premises immediately following the event unless other arrangements are made with the business office. A ramp is located on the northwest side of the building on Michigan Street.

Equipment Available: The memorial has tables and chairs for your event set-up on a first come, first serve basis. Priority is given to military and veterans group's events.

Hours of Operation: The Indiana War Memorial Museum is open Wednesday through Sunday from 9:00 a.m. to 5 :00 p.m. The business office is open Monday through Friday from 8:00 a.m. to 4:30 p.m. Events may be scheduled during these hours. An additional fee for extra police presence will be required for events not scheduled during these hours. Other fees may apply.

Music and Entertainment: **the business office must approve Arrangements for music and other entertainment.** All music, entertainment, and other activities must not interfere with daily museum operations. All music levels during the event must conform to the city/county noise ordinance.

Parking and Access for Handicapped Individuals: Metered parking is available around the Indiana War Memorial Building and the entire plaza. Handicapped parking is available on Michigan Street. An access ramp is located on the northwest side of the building on Michigan Street.

Printed Materials, Promotion of Events and Signage: The User shall neither sell nor distribute anything of value without the prior consent of the business office. The User agrees to submit any information, including programs and invitations, containing the Indiana War Memorial's name, image, or logo to the business office for approval prior to printing or airing. The business office prior to the event must approve Media coverage of the event. The office must approve all signage.

Security: The memorial maintains its own police force known as the War Memorial Police Department. The Police Officers are certified by the Indiana Law Enforcement Academy. They will be on the premises for events during operating hours. There will be a charge of \$25.00 per hour for police presence for events held outside of operating hours. The number of officers required will be determined by the size and duration of the event. This fee is to be paid directly to the officer by check or money order.

Smoking: Smoking is not permitted in the Indiana War Memorial building. Smoking is permitted outside in designated areas.

SPONSOR INFORMATION

Organization/Individual sponsoring event, hereafter known as USER

Organization Name: _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Type of Organization: Circle One of the following _____

Military/Veteran Business Not-for-Profit Government Social/Fraternal Other(explain)

Responsible Individual: _____ **Title:** _____

Telephone: Day _____ **Evening** _____ **Fax** _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

GENERAL EVENT INFORMATION

Desired Venue(s) _____

Desired Date(s) _____

Type of Event _____
(business meeting, concert, exposition, festival, parade, press conference, rally, etc.)

Event Purpose _____
(awareness, convention, fundraising, picnic, promote a cause, social gathering, training, etc.)

Starting / Ending Times **Set Up** **From:** _____ **To:** _____

Event **From:** _____ **To:** _____

Clean Up **From:** _____ **To:** _____

Attendance Total for Event: _____

Maximum at one time: _____

OUTDOOR EVENT SUPPORT INFORMATION

Please specify your intended arrangements for the following:
(NOTE: Activities marked with an * will require separate approval from various city/county offices.)

Event Parking _____

Portable Toilets: Number _____ **Locations**_____

Event Security _____

*** Street Closures** _____

*** Food/Beverage Vending** _____

*** Alcohol Beverage Sales** _____

Merchandise Vending _____

Emergency Medical _____

Water/Electric Power Sources _____

Post Event Cleanup _____

Number/Type Trash Receptacles _____

Solid Waste Removal _____

Placement of Stage(s) _____

Placement of Tent(s) _____

Other Planned Structures _____

List Contractors/Vendors Involved _____

OTHER COMMENTS _____

SPECIFIC EVENT INFORMATION

Set-up of Facilities: Specific information about the event and set-up must be placed in writing on the application. The staff of the memorial will set-up meeting rooms with theater style seating, perimeter seating, or will remove chairs from the room. Requested tables will be delivered to the room and set-up as specified. All other set-up requests are the responsibility of the User as is any rented materials brought onto the premises. All materials not the property of the Indiana War Memorial must be removed from the premises immediately following the event unless arrangements have been made with the business office.

Audio Visual Package: The memorial has available for your use the following items.

Auditorium Capabilities: The system allows the User capabilities including high quality video and computer presentations on a 15' drop down video-format viewing screen, 32mm slide presentations, a 570 watts per channel audio system with CD and tape decks, wired microphones, wireless microphones, and lapel microphones all in an acoustically sound theater known as the Pershing Auditorium. Devices are controlled by remote. Users must provide laptops for computer presentations.

Portable Unit: This unit is available for the meeting rooms and gives the User audio and digital projection capabilities with a portable screen.

All portable equipment that is the property of the Indiana War Memorial must be returned to a designated staff member or one of our police officers for after hours usage immediately following the event.

Chairs and Tables: The memorial has available 10 eight foot tables and 50 folding chairs. Some smaller tables are available. The meeting rooms contain 60-70 club style chairs. The auditorium has theater style seating for 450 people. Club style chairs are available for stage seating. There is no additional charge for tables or chairs.

Food Service Information

Requests for permission to serve alcohol must be placed in writing by the User and addressed to the Indiana War Memorials Commission.

Food Served _____
Hors d'oeuvres', buffet, sit down meal

Caterer _____

Address _____

Contact Person _____ **Phone** _____

Auditorium Request

Podium _____

Type and quantity of Microphones _____

Computer Presentation _____

VCR Presentation _____

Slide Presentation _____

CD or Cassette Tape Player _____

Live Entertainment _____

Specific Event Information _____

Meeting Rooms

Podium _____ **Audio/Visual Unit** _____

Microphones _____ **Portable Screen** _____

Number of Chairs _____ **Number of Tables** _____

Style of Chair Set-up _____
Theater style, Perimeter seating, Other (responsibility of User)

Table Set-up _____

Specific Event Information _____
